

**PLEASE USE THE FOLLOWING DEFINITIONS in completing this form:**

**COUNT EACH CITATION ONLY ONCE.** IF A PLEA IS CHANGED, REPORT THE ORIGINAL PLEA. OWI/BAC COMPANION CITATIONS SHOULD BE REPORTED AS ONE CASE.

**CASE TYPES:**

**Parking:** Only cases in which a not guilty plea is entered are reported.  
Citations that are paid and uncontested are not reported.  
Citations that are dismissed are not reported (if a not guilty plea is entered and the citation is dismissed by the judge or paid prior to the actual trial, the case would be counted as "By plea of not guilty").  
Citations that are uncontested, unpaid and action is being taken for non-payment (i.e. registration suspension, warrant) are not reported.

**Traffic:** Violation of a traffic ordinance other than OWI/BAC and parking.

**OWI/BAC:** Violation of OWI/BAC. Only count one case per incident. For example, if a conviction is entered on an OWI and the companion BAC charge is dismissed - count the OWI only; OR, if convictions are entered in both cases, report only one case and not the companion citation.

**Adult Non-Traffic:** Violation by an adult (any person 17 and over) of an ordinance other than parking, traffic, or OWI/BAC.

**Juvenile Non-Traffic:** Violation by a juvenile (any person under age 17) of an ordinance other than parking, traffic, or OWI/BAC.

**CASES DISPOSED:** Cases in which a conviction, dismissal or not guilty plea is entered by your court, whether or not an appeal takes place. Include cases that are transferred to your court from another municipal court, and any cases heard in your court by another municipal judge.

"By forfeiture due to non-appearance; found guilty in default; plea of guilty; or plea of no contest": Cases in which the defendant posted a deposit and was forfeited for non-appearance; cases in which the defendant did not post a deposit, did not appear and a judgment of guilty by default was entered; a plea of guilty by letter or in person; or a plea of no contest by letter or in person.

"By dismissal": Cases which were dismissed by the judge. If a not guilty plea is entered and the citation is dismissed prior to or after trial, the case would be counted as "By plea of not guilty". Do not count dismissal of OWI/BAC companion cases.

"By plea of not guilty": Cases in which a plea of not guilty is entered, regardless if the case actually goes to trial. This category includes cases where an initial plea of not guilty is entered and the case is settled; dismissed; the defendant changes plea to guilty or no contest; or the defendant pays the forfeiture and does not appear prior to trial.

**CASES TRANSFERRED:** Cases which were transferred from your court to another court before any judgment was reached.

"to another Municipal Court": Cases which were transferred to another municipal court as a result of a disqualification or a defendant's request for substitution.

"OWI cases to Circuit Court on Jury Trial Request": OWI/BAC cases that were transferred to circuit court upon the defendant's request for a jury trial. (By Wisconsin Statute only OWI and BAC citations may be transferred to circuit court for a jury trial). Only count one case per incident.